

## Undergraduate programme specification content for Year in Research programme variants

To be read in conjunction with the relevant [programme specification](#).

### Programme aims

For the Year in Research variant only, these additional programme aims apply:

- Prepare students for research, career and training opportunities which relates to their degree – in both the private and public sectors, and voluntary organisations.
- Construct effective applications for placement opportunities.
- Provide students the opportunity to recognise suitable plans for transitioning into the research sector.

### On Placement Programme Outcomes

#### Intended learning outcomes

- Apply the theoretical and practical aspects of the material studied at the University and demonstrate the personal and professional skills necessary for your role within the organisation.
- Compose a reflective summary considering your strengths, development areas and motivations for your next step.
- Modify your CV to include the skills and experience you have gained during your research placement.

#### Teaching and learning methods

- Students undertake a minimum of 9 months experience in the placement.
- Project supervision, independent research.

#### How demonstrated?

- Completion of Monthly Reflective Journals to record skills development, major achievements, key areas of work, learning points and challenges overcome.
- Formally assessed on a pass or fail basis by a portfolio which includes a reflective summary about transferable skills developed on placement, alongside an updated CV (excluded from word count).
- Formative feedback during a Placement Visit (in person or via Teams) from Placement Provider and Placement Tutor regarding reflection on skills development, areas of strength and weakness and contribution to the workplace.

## Progression points

### Progression onto a Year in Research

The progression criteria for undergraduate students on a 'year in research' programme variant to progress onto their placement is detailed below:

- Students commencing study in 2018/19 to 2024/25:
  - Pass all first year modules needed to progress to the next level of study, achieving an overall credit weighted average of at least 40.00% in accordance with [Senate Regulation 5.13](#).
  - Pass all second year modules needed to progress to the next level of study in the same academic year, achieving an overall credit weighted average of at least 40.00% in accordance with [Senate Regulation 5.13](#).
- Students commencing study from 2025/26 onwards:
  - Achieve the requirement to progress to the next level of study, in both Year 1 (in accordance with [SR 5.63](#)) and Year 2 (in accordance with [SR 5.69](#))
  - Meet any programme specific requirements for progression as set out in the relevant programme specification

A student will revert back to the without Year in Research variant of the programme if:

- They fail to secure an employment or research contract
- They fail to pass the assessment related to the year in research.
- The year in research ends early due to the behaviour of the student not being in accordance with the University's Regulations for Students, Student Responsibilities. The student will need to suspend for the remainder of the academic year. To prevent such an incident from happening, processes are in place to identify any possible issues or concerns early in the placement. This includes a start check, regular communications, visits to the workplace (physical and/or virtual) and evaluation. Communication and contact between the student, Placement Provider and University provides support should issues arise.
- They discontinue their Year in Research. A student may return to their campus-based studies no later than the end of teaching week 2 at the start of the academic year. Should they decide to discontinue their Year in Research they should complete a Course Transfer Form. If a student decides to discontinue their Year in Research after this point, they will need to suspend their studies for the remainder of the academic year.

Nine months is the minimum time required for a year in research to be formally recognised. If the year in research is terminated earlier than 9 months as a result of an event outside of the student's control (for example redundancy, or company liquidation), the following process will be adopted:

- **If the student has completed 1 – 6 months**, they will be supported to search for another placement to take them up to the 9 months required for the year in research to be formally recognised. If the

student does not find a placement to meet this criterion they will be required to suspend and transferred onto the without Year in Research variant of the programme.

- **If the student has completed 7-8 months**, they will be supported to search for another placement to take them up to the 9 months required for the year in research to be formally recognised. If the student cannot source an additional placement to take them to 9 months, assessments related to the year in research will be set for the student to make it possible for the individual learning objectives for the year in research to be met. This will allow the Year in Research to be recognised in the degree certificate.
- A student will not be permitted to undertake a placement which runs across two academic years.

### **Key/extra features**

It is the student's responsibility to secure a year in research role. Students enrolled on year in research variants, or with the option to undertake a year in research, will be given access to bespoke extra-curricular support to aid them in searching for suitable placement opportunities, and undertaking the recruitment and selection process. They should engage with this as fully as possible to maximise their chances of success. In addition, they will have access to central Careers and Employability services offered to all student cohorts. The Careers and Employability Service will also work closely with the relevant academic departments to identify any bespoke cohort needs, such as in-school placement briefing sessions. Employer led activities provide a platform for students to engage with organisations who are recruiting students for year in research roles.

When a student starts a year in research, they will be required to complete health and safety documents and confirm they have completed a formal induction process no later than the 2nd week of placement.